

SY 2021-22 LEA Health and Safety Plans

LEA Name: The Children's Guild DC PCS

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LEA Type: Elementary;Middle School

Date Generated: 08/04/2021

Background and Purpose

[OSSE's Health and Safety Guidance for Schools](#) is issued for LEAs and private, parochial and independent schools (schools). LEAs and schools must develop and submit to OSSE comprehensive health and safety plans. This plan is intended to provide the public with information on how the LEA will support the safe reopening and operation of school buildings, including guidelines on masking, social distancing, handwashing and respiratory etiquette, cleaning and maintaining healthy facilities, and appropriate response to a positive COVID-19 case.

OSSE reviewed each LEA's responses to the questions for clarity, completeness, and compliance with the DC Health and OSSE health and safety guidance for schools and provided feedback to the LEA. Before publication, LEA's were given the opportunity to revise their responses based on OSSE's feedback. LEAs and schools are responsible for incorporating additional or updated public health guidance into their policies and procedures throughout the school year as such guidance is released.

Face Masks

1. Provide the LEA's plan to comply with the requirements to:

- a. except for specific circumstances (e.g., while eating) articulated in OSSE's guidance, all students, staff and visitors, including those who are fully vaccinated, must wear non-medical face coverings or face masks at all times while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and
- b. masks must be worn correctly.

The Children's Guild DC PCS will ensure that:

All staff and essential visitors (including contractors), including those who are fully vaccinated, must wear face masks at all times while on school grounds, on school buses, and while participating in any school-related activities. A face mask may be a non-medical (cloth) face covering. If a staff member or essential visitor has a contraindication to wearing a face mask, either medical or otherwise, they will not participate in in-person school activities. Staff may wear face masks with clear plastic windows, or briefly remove their face masks, when interacting with students with disabilities identified as having hearing or vision impairments who require clear speech or lip-reading to access instruction.

Students, including those who are fully vaccinated, must also wear face masks while on school grounds, on school buses, and while participating in any school-related activities, except in the event of a medical or developmental contraindication. Most students, including those with disabilities, are able to wear face masks. Students who cannot safely wear a face mask, for example a student with a disability who is unable to remove the face mask without assistance if they have a breathing issue, will not be required to wear one and are entitled to education services. If a student participating in in-person activities is unable to wear a face mask throughout the day, mask breaks are acceptable at times in which physical (social) distance can be maintained (e.g., when outside) or during snacks or meals.

When feasible, staff and students wearing face masks should bring multiple clean masks each day. Masks will be provided to those that arrive to the building without them. There will also be additional masks for those that become soiled, damaged, and/or misplaced.

- Staff and students should exercise caution when removing the mask, always store it out of reach of other students, and wash hands immediately after removing. Be careful not to touch eyes, nose, or mouth while removing the mask.
- Face masks that are taken off temporarily to engage in any of the aforementioned activities will be carefully folded. The folded face mask will be stored in a plastic bag if it is wet or dirty or in a paper bag if it is not wet or dirty.
- When not being worn, face masks will be stored in a space designated for each student that is separate from others. They can also be placed next to the student on a napkin or directly on the desk/table when the surface is cleaned afterward.
- Student's face masks will also be clearly identified with their names or initials to avoid confusion or swapping. Students' face masks may also be labeled to indicate top/bottom and front/back.
- Students, teachers, and staff will be taught to speak more loudly, rather than remove their face mask, if speaking in a noisy environment.
- Parents/guardians must wear face masks for drop-off and pick-up.

- While visitors to the school will be limited, any essential visitor must wear a face mask at all times on the school grounds and inside the school buildings.

Face masks do not need to be worn:

- When actively drinking or eating a meal;
- When in the water in a swimming pool or aquatic facility;
- When in an enclosed office that no one else is permitted to enter;
- When giving a speech for broadcast or an audience, provided no one is within 6 feet of the speaker;

2. Provide the LEA's policies and procedures in the event that a student, staff member, or visitor is unable or unwilling to wear a face mask at all times.

In the event that a student participating in in-person activities is unable to wear a face mask throughout the day, mask breaks are acceptable at times in which physical (social) distance can be maintained (e.g., when outside) or during snacks or meals.

If a staff member or essential visitor has a contraindication to wearing a face mask, either medical or otherwise, they should not participate in in-person school activities and other remote work or other options to successfully complete in-person requirements will be considered.

3. Provide the LEA's policies and procedures to support physical distancing between individuals and within and across groups, including in classrooms, common spaces, during arrival and dismissal procedures, and during extracurricular activities.

TCGDC will implement appropriate physical distancing by maintaining the following physical distancing, to the maximum extent feasible, in both indoor and outdoor settings.

- **Three feet of physical distancing** will be implemented for the following groups:

- o Between students in elementary and middle school **while in classrooms**.
- o If DC is experiencing a daily case OR positivity rate indicating substantial community spread, 3 feet of physical distancing will not be implemented without cohorting in this age group.

- **Six feet of physical distancing** will be implemented for the following scenarios:

- o Between adults (teachers, staff, and essential visitors) at all times during school and

school-related activities.

- o Between adults (teachers, staff, and essential visitors) and students (including those above age 18) at all times during school and school-related activities.
- o In middle and high schools when DC is experiencing a daily case OR positivity rate indicating substantial community spread (red), and cohorting is not able to be implemented.
- o During activities when face masks cannot be worn, such as eating.
- o During physical education class and while participating in athletics.
- o Between cohorts.
- o In any school common areas outside the classroom.

The school will take the following measures in its use of space:

- Maximize spacing of students in each space with a minimum of three feet distance between desks.
- Limit occupants in any space based on the CDC and local guidelines.
- Students will have assigned seats throughout the day. They will face the same direction (rather than facing each other) to reduce transmission from virus-containing droplets (e.g., from talking, coughing, sneezing).
 - o Individual desks will all be turned to face the same direction and students will be staggered to maintain six feet distance.
 - o Individual carpet squares or plastic circle dots will be cleaned daily and will be used during floor time. Each student will be assigned a single square or dot. The squares or dots will be three feet apart.
 - o Computer stations will be separated by plastic flexible screens.

4. Provide the LEA's policies and procedures regarding the use of cohorts for students and/or staff, including steps to minimize interactions between cohorts, as applicable.

5. Provide the LEA's policies and procedures to support handwashing and respiratory etiquette including frequent, proper handwashing strategies and encouraging covering coughs and sneezes.

- TCGDC will reinforce frequent, proper handwashing strategies by staff and students, to include washing with soap and water for at least 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60 percent alcohol will be used.
- Key times to perform hand hygiene will include:
 - o before and after eating food;

- o before and after group activities;
- o after going to the bathroom;
- o before and after putting on, touching, or removing face masks or touching your face;
- o after removing gloves; and
- o after blowing one's nose, coughing or sneezing.

• *TCGDC* will encourage staff and students to cover coughs and sneezes with a tissue when not wearing a mask. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds, or if soap and water is unavailable, cleaned with hand sanitizer. School signage will support healthy hygiene reminders in high-traffic areas and in classrooms.

6. Provide the LEA's plan to make available adequate supplies (e.g., soap, paper towels, hand sanitizer, tissues) to support healthy hygiene practices including, as relevant, in classrooms, bathrooms, offices and common spaces.

TCGDC will ensure that adequate supplies are readily available daily (e.g., soap, paper towels, hand sanitizer, tissues) to support healthy hygiene practices, including in classrooms, bathrooms, and offices. Sanitizing stations will be set up outside of large common spaces including the gymnasium, hallways, cafeteria, offices, and entrances/exits.

7. Provide the LEA's policies and procedures to acquire, distribute and support the appropriate use of PPE including gowns/coveralls, gloves, surgical masks, eye protection (face shield or goggles) and N95 masks, as relevant and necessary.

TCGDC will actively maintain and provide weekly PPE inventory updates. Completed inventories will be forwarded to the the appropriate procurement department for purchasing and restocking of PPE materials including surgical gowns/coveralls, gloves, surgical masks, face masks/coverings, eye protection, and N95 masks as relevant/necessary.

Maintain Clean and Healthy Facilities

8. Provide the LEA's schedule for routine cleaning of rooms, surfaces and objects, including high touch objects and surfaces (e.g., pens, keyboards, elevator buttons, light switches, handles, stair rails, faucets, phones, doorknobs, grab bars on playgrounds).

Please click on link below for cleaning schedule:

[TCGDC Cleaning Schedule](#)

Cleaning will be managed by Operations. Facility-wide cleaning will be performed by outside vendors or Operations staff trained in CDC cleaning recommendations to ensure optimal health and safety.

Routine cleaning (i.e.- wipe downs of space after use) will be conducted by any employee who identifies a need, voluntarily accepts the responsibility, and is trained and follows CDC cleaning recommendations.

Cleaning will occur throughout the day and after all meetings with visitors. Any staff performing the cleaning will be trained and provided with gloves and access to disinfectant spray or wipes.

Specifically, TCG will disinfect high-touch areas at least twice a day and immediately after any meetings in conference rooms. This will include wiping down all hard surfaces with a disinfectant spray or wipe. TCG defines high-touch areas as the following:

- Door handles and light switches at entrances, conference rooms, breakrooms, and other common areas
- Breakroom equipment such as refrigerators, coffee machines, water coolers, microwaves, etc.
- LIMIT USE of Copy and postage equipment TO ESSENTIAL FUNCTIONS
- Reception area hard surfaces
- Bathrooms
- Adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) will be readily available in every bathroom and classroom throughout the day
- All students will be provided with their own materials in designated and labeled bags or bins
- All student belongings will be separated and stored in designated areas (e.g. locker, cubby, bin). Electronic devices (e.g. computers, smartphones, Chromebook) will be assigned to an individual. In the event that a student may need to borrow one (e.g. IT issue, forgot), the school will provide recently sanitized equipment.

Cleaning staff will be directed to adopt the following practices on all vertical and horizontal surfaces in addition to the Special Attention practices outlined above:

- Staff will wear disposable gloves when cleaning and disinfecting surfaces
 - Gloves should be discarded after each cleaning
 - If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces and should not be used for other purposes
 - Consult the manufacturer's instructions for cleaning and disinfection products and the use of gloves
 - Wash hands immediately after gloves are removed
 - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection
 - For disinfection, staff will refer to the list of CDC-recommended chemicals
 - If unavailable the following mixture can be utilized if appropriate for the surface – Prepare a bleach solution by mixing: 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water
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- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, staff will remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

If a facility is closed on the advisement of DC Health, the agency responsible for the facility will seek DC Health's guidance on the proper cleaning response. Staff will be directed to adopt the following measures to ensure greater attention on safety and frequently touched surfaces.

- 9. Provide the LEA's cleaning and disinfecting protocols in the event that (1) a student, staff member, or visitor develops symptoms of possible COVID-19 while in the school; or (2) if the school is notified that a student, staff member or visitor who tested positive has been in the school.**

If a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 **during the school day or within 24 hours of being in the building**, TCGDC will clean and disinfect the area(s) where they have been.

- TCGDC will close areas where the sick individual has been. • If a COVID-19 case is confirmed during the day AND the COVID-19 positive individual is in the facility, then the cohort will be dismissed and the room vacated as soon as possible.
- It is acceptable for the cohort to remain in the room until the end of the day in the following circumstances:
 1. If an individual has symptoms but is not confirmed to have COVID-19; or
 2. If a COVID-19 case is confirmed and the COVID-19 positive individual has not been in the facility that day.
 3. Staff supporting, accompanying, or cleaning up after a sick student or staff member will adhere to PPE best practices.
 4. Once the room is vacated, TCGDC will wait as long as possible before entering the room to clean and disinfect (at least several hours).

TCGDC will perform deepcleaning and disinfection of the full classroom and any other spaces or equipment in which the ill individual was in contact. This includes the isolation room after use by an ill student or staff member.

- During cleaning and disinfection, TCGDC will increase air circulation to the area (e.g., open doors, open windows, use fans, or adjust HVAC settings).
- Staff must wear a face mask and gloves for all steps of the cleaning and disinfection process.

10. Provide the LEA's plan to make available sufficient and appropriate cleaning and disinfection supplies.

TCGDC will actively maintain and provide weekly cleaning and disinfecting supply inventory updates. Completed inventories will be forwarded to the appropriate procurement department for purchasing and restocking of cleaning and disinfecting materials including but not limited to, disposable gloves, paper towels, and cleaning/disinfecting solutions.

Staff will be reminded of the protocols below when using cleaning/disinfecting materials:

Clean

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant.**
- Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface.
- **Disinfecting kills germs** on surfaces.
- **Practice routine cleaning** of frequently touched surfaces. More frequent cleaning and

disinfection may be required based on level of use.

- Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- **High touch surfaces include:**
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children

11. Provide the LEA's plan to perform necessary maintenance to ventilation and water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) so that they are ready for use and occupancy and are adequately maintained throughout the operating period.

TCGDC will perform necessary maintenance to all ventilation and water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) so that they are ready for use and occupancy and are adequately maintained throughout the operating period.

TCGDC will verify ventilation systems operate properly, including inspecting and routinely replacing HVAC filters and checking that all HVAC system components and exhaust fans, if applicable, are operable to design.

TCGDC will increase the circulation of outdoor air as much as possible; for example, by opening windows and doors. Increase in air circulation will be continued after reopening where safe and possible. Fans will be used to increase the effectiveness of open windows. TCGDC will not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to students and staff using the facility. Under **no circumstances** will fire-rated doors be propped or otherwise left open.

TCGDC will also:

- Flush hot and cold water through all points of use such as sinks, drinking fountains, toilets, urinals, and showers.
- Water heater will be set to 140 degrees Fahrenheit and hot water will be flushed at each fixture using hot water

until its maximum temperature is reached.

- Additional water using devices, such as ice machines and drinking water dispensers, will be flushed in accordance with manufacturers' instructions.

Response to a Confirmed or Suspected COVID-19 Case

12. Describe the LEA's policies and procedures to:

- a. Comply with the requirement to not admit or to dismiss any student, staff member or visitor who is COVID-19 positive or otherwise meets criteria for exclusion, per OSSE's guidance; and
- b. Dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting.

Exclusion -

A student, staff member, or essential visitor **must stay home, or not be admitted**, and must follow the applicable DC Health guidance for isolation or quarantine, if they:

- Have had a temperature of 100.4 degrees Fahrenheit or higher or any of the symptoms listed above in the "Daily Health Screening" section of this guidance in the last 24 hours.
- Are confirmed to have COVID-19.
- Have been in close contact in the last 10 days with an individual confirmed to have COVID-19.
- Are awaiting COVID-19 test results or have a household member who is awaiting COVID-19 test results.
- Have traveled domestically in the last 10 days to any place other than Maryland or Virginia, unless they did not attend school until tested for COVID-19 three to five days after returning to DC AND received a negative COVID-19 viral test.
- Have traveled internationally in the last 10 days, unless they did not attend school for seven days, got tested for COVID-19 three to five days after returning to DC, AND received a negative COVID-19 viral test.

Students or staff with pre-existing health conditions that present with specific COVID-19-like symptoms will not be excluded from entering the school building on the basis of those specific symptoms if a healthcare provider has provided written or verbal documentation that those specific symptoms are determined to not be due to COVID-19.

Provided that they do not currently have any symptoms consistent with COVID-19, an individual who has **tested positive for COVID-19 within the last 90 days or is fully vaccinated** may be admitted while awaiting COVID-19 test results, after close contact with someone with confirmed COVID 19, when a household contact is awaiting COVID-19 test results, or after travel. Any individual with symptoms consistent with COVID-19 must follow the exclusion criteria outlined above.

Provided that they do not currently have any symptoms consistent with COVID-19, an individual who **has tested positive for COVID-19 in the last 90 days or is fully vaccinated** against COVID-19 may

be admitted immediately after domestic or international travel. They will be instructed to get a COVID-19 test three to five days after international travel. Any individual with symptoms consistent with COVID-19 must follow the exclusion criteria outlined above.

If excluded, students (or their parents/guardians), staff, and essential visitors should call their healthcare provider for further directions.

DC Health recommends that students and staff should get tested for COVID-19 if anyone in their household has symptoms of COVID-19, even if the student or staff member themselves does not have symptoms. All members of the household should be tested at the same time. Individuals who are fully vaccinated against COVID-19 should only get tested in this instance if they develop symptoms.

Dismissal -

If a student, staff member, or essential visitor develops a fever or other signs of illness, TCGDC will follow the above exclusion criteria regarding the exclusion and dismissal of students, staff, and essential visitors.

For students, TCGDC will:

- Immediately isolate the student from other students.
- The student should immediately put on a face mask or surgical mask, if not wearing already.
- Identify a staff member to accompany the isolated student to the isolation area and supervise the student while awaiting pickup from the parent/guardian.
- The staff members briefly responding to the sick student in the classroom, accompanying the student to the isolation area, and supervising the student in the isolation area should comply with PPE best practices.

Additionally, TCGDC will:

- Notify the student's parent/guardian of the symptoms and that the student should be picked up as soon as possible and instruct them to seek healthcare provider guidance.
- Follow guidance for use of the isolation room below.
- Immediately follow all cleaning and disinfection protocols for any area and materials with which the student was in contact.

For staff and essential visitors, TCGDC will:

- Send the staff member or essential visitor home immediately or instruct them to isolate until it is safe to go home;
- Instruct the staff member or essential visitor to seek healthcare provider guidance; and
- Follow cleaning and disinfecting procedures for any area, materials, and equipment with which the staff member was in contact.

13. Provide the LEA's plan to comply with the requirements to:

- **a. Identify a staff member as the COVID-19 point of contact (POC) to whom families, staff, contractors and vendors should report a positive case of COVID-19 and who is responsible for reporting positive cases of COVID-19 to DC Health;**
- **b. Report any applicable positive COVID-19 case in a student, staff member or essential visitor to DC Health on the same day the school is notified;**
- **c. Not exclude students or staff with pre-existing health conditions that present with specific COVID-19-like symptoms on the basis of those specific symptoms, if a healthcare provider has provided written or verbal documentation that those specific symptoms are not due to COVID-19.**

To ensure a clear and efficient process for communication, TCGDC will identify a staff member as the COVID-19 point of contact (POC).

This person is responsible for:

- Ensuring the below steps are followed in the event of a confirmed case of COVID-19.
- Ensuring that the school has contact information for all contract staff.
- Acting as the POC for families and staff to notify if a student or staff member tests positive for COVID-19.

The school principal has been designated as the COVID-19 POC.

Step 1: Reporting to DC Health

Refer to DC Health's [First Steps for Non-Healthcare Employers when Employees Test Positive for COVID 19](#).

Schools must notify DC Health when:

- A staff member or essential visitor notifies the school they **tested positive for COVID-19** (not before results come back);

OR

- A student or parent/guardian notifies the school that a student **tested positive for COVID-19** (not before results come back).

AND

- The individual was on school grounds or participated in school activities **during their infectious period.**

As soon as possible on the same day the case was reported to the school, TCGDC will notify DC Health by submitting an online form on the DC Health COVID-19 Reporting Requirements website (dchealth.dc.gov/page/covid-19-reporting-requirements) under the section "Non-Healthcare Facility Establishment Reporting."

- Select "Non-Healthcare Facility COVID-19 Consult Form."

An investigator from DC Health will follow up within 24 hours to all appropriately submitted notifications.

Note: While TCGDC awaits a response from DC Health, plans will be made as soon as practical to close, clean, and disinfect, as necessary, any areas or equipment that the COVID-19 positive individual may have used.

14. Provide the LEA's procedures to support DC Health with contact tracing in the event of a positive case of COVID-19.

TCGDC will provide DC Health with daily health screening checklist submissions for dates and times in the event of a positive COVID-19 case. Submissions include all pertinent contact information for students, staff, and visitors.

15. Describe how the LEA will notify the school community, as appropriate, of the positive case and corresponding actions taken by the LEA.

Step 2: Communication to Families and Staff

TCGDC Communication to Families and Staff will be completed per DC Health directive and will include:

- Notification to the entire school or the affected classroom(s) that there was a COVID-19 positive case, those impacted will be notified and told they must not attend school, and steps that will be taken (e.g., cleaning and disinfection);
- Education about COVID-19, including the signs and symptoms, available at coronavirus.dc.gov;
- Referral to the Guidance for Contacts of a Person Confirmed to have COVID-19, available at coronavirus.dc.gov/healthguidance; and
- Information on options for COVID-19 testing in the District of Columbia, available at coronavirus.dc.gov/testing.

COVID-19 Testing and Vaccines

16. If applicable, describe the LEA's current or planned COVID-19 testing protocol for symptomatic and/or asymptomatic students and/or staff, including steps the LEA will take to encourage participation in the testing program. Please include the LEA's plan to ensure that results of such testing programs are reported to DC Health per DC Health's COVID-19 reporting requirements: dchealth.dc.gov/page/covid-19-reporting-requirements.

All students/families and staff will be provided with a list of available testing sites in and around the vicinity of the school for symptomatic and asymptomatic cases as determined by the school nurse.

17. Provide the LEA's plans to support COVID-19 vaccination of staff and students, as eligible, including efforts to encourage participation in public and community-based vaccination opportunities.

TCGDC will be encouraged to get vaccinated if possible. Vaccination sites/information will be made readily available. This information will also be given to parents throughout the enrollment and re-enrollment process.

Students with Disabilities

18. Provide the LEA's plans to provide appropriate accommodations to students with disabilities with respect to its health and safety policies and procedures.

All students with disabilities will receive appropriate PPE's and other necessary materials/substitutions according to their accommodation needs as determined by the Special Education Department and IEP's.

Training, Technical Assistance, and Monitoring

19. Please provide the LEA's plan to provide training and technical assistance on its policies and procedures to safely reopen schools in accordance with the DC Health Guidance for Schools and the OSSE Health and Safety Guidance for Schools, including:

- **a. who will receive training and technical assistance; while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and**
- **b. the topics that the training and technical assistance will address; and**
- **c. how and by whom the training and technical assistance will be delivered.**

All staff will receive training and technical assistance in accordance with the DC Health Guidance for Schools and the OSSE Health and Safety Guidance for Schools during the two-week professional development training that they receive at the beginning of the school year prior to receiving students on the first day of school. Families will receive pertinent information during student orientations.

All topics that are included within the CEP and Health and Safety Plan will be addressed.

The training will be delivered by agency Health and Safety professionals as well as hired contractors and the school nurse.

20. Provide the LEA's plan to monitor the implementation of the health and safety plans at each campus, including how, when and by whom the implementation will be monitored, and how the LEA will respond if a given campus is not adhering to the plan.

Because our LEA has one campus, the Supervisor of School Operations will closely monitor and audit the implementation of the health and safety plans on a scheduled weekly basis as well as conduct unscheduled walkthroughs to determine if signage needs to be refreshed or if systems need to be altered or revisited. If there are implementation measures that are not followed, the infraction will be addressed by the School Principal and a corrective action plan will be completed.

21. Describe the LEA's plans to communicate key health and safety policies and procedures to students, families, staff and visitors.

To support clear communication with students, staff, and families, TCGDC will place signs in highly visible locations (e.g., facility entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a face mask).

To support clear communication with students, staff, and families, TCGDC will:

- Include messages about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school social media accounts).
- Educate staff, students, and families about COVID-19, physical (social) distancing, when they must stay home, and when they can return to school.
- Educate staff on COVID-19 prevention and response protocols.
- Broadcast regular announcements on reducing the spread of COVID-19 on PA systems and/or daily bulletins.